



London N. Breed
Mayor

MEMORANDUM

June 30, 2022

TO: Honorable Cecilia Chung, Chair Health Commission Finance and Planning Committee
Members of the Health Commission Finance and Planning Committee

THROUGH: Greg Wagner, COO, Department of Public Health

FROM: Robert Longhitano, Director, DPH-Office of Contract Management and Compliance 

RE: Administrative Code, Chapter 6 Contracting

The purpose of this memo is to provide an overall understanding of the Department's "Chapter 6" contracting process and seek approval to enter into contracts with the vendors identified in Attachment 1 Vendor Table. Per prior Health Commission recommendation in May, 2019, it was agreed that the Health Commission would approve qualified vendors using a single Vendor Table (Attachment 1), unless the vendor was a new vendor to DPH, in which case the vendor would be presented using a stand-alone Health Commission memo. Additionally, future vendors added to the Vendor Table following today's meeting, would be presented to the Health Commission for approval as individual contracts.

While most non-enterprise departments must work through the Department of Public Works (DPW) to maintain their buildings, section 6.69 of the San Francisco Administrative Code gives DPH its own limited contracting authority to maintain or repair health facilities under its jurisdiction without going through DPW. Every three years, the DPH Contracts Unit solicits vendors, by trade, via a Request for Qualifications process (RFQ), resulting in multiple master contracts covering multiple trades and with multiple vendors. Each master contract has a maximum expenditure threshold, shared among all the vendors participating in that master contract. Vendors are not guaranteed a minimum amount of work. When a maintenance or repair task arises, DPH facilities staff request three quotes from the master agreement contract vendors, and award the task to the lowest responsive vendor.

In April 2022, the DPH Contracts Unit concluded the process for two RFQs covering ten specific trades. Each qualified vendor will receive its own contract to provide the services within the trade identified in its solicitation response, and as mentioned, will share the maximum expenditure threshold for that trade. Overall expenditures are monitored centrally to ensure the maximum threshold is not exceeded. The attached list provides detail for each trade within the RFQ and indicates if there has been any change in funding allocated to each trade between the new and prior solicitations.

As noted above, Vendor Table (Attachment 1) is a list of vendors deemed Qualified by the RFQ process. The RFQs allow for vendors not deemed as qualified upon initial review to continue working with the Contracts Office to get into qualified status, and once attained, to later be awarded a contract. As noted, these proposed contracts would be brought to the Health Commission in the same manner.

**Department of Public Health
Attachment 1: Vendor Table
Facilities Maintenance RFQs**

Contractors listed below were selected under RFQs SFGOV-0000006657 and SFGOV-0000006658 to provide Facilities Maintenance Services to the Department of Public Health. This list is of contractors who have previously done business with SFDPH. No contractors that are new to SFDPH were selected upon initial review.

<u>LBE</u>	<u>New (Memo) or Report</u>	<u>RFQ</u>	<u>Service Area</u>	<u>Vendor</u>	<u>Term</u>	<u>Amount</u>	<u>Status</u>
		6657	Low Voltage	McClure Electric	3 years	\$3,000,000	Q1
		6657	Low Voltage	WPCS International	3 years		Q1
		6657	Painting	KLW	3 years	\$2,400,000	Q1
		6657	Painting	Migale	3 years		Q1
X		6657	Mechanical	ABCO Mechanical Contractors	3 years	\$1,800,000	Q1
		6657	Mechanical	EMCOR Services	3 years		Q1
		6657	Fire Curtains	Union Door	3 years	\$600,000	Q1
		6658	General Contracting	Rodan	3 years	\$6,000,000	Q1
		6658	General Contracting	KLW	3 years		Q1
		6658	General Contracting	City Building	3 years		Q1
X		6658	Roofing	Pioneer Contractors	3 years	\$3,000,000	Q1
X		6658	Concrete	Yerba Buena Engineering	3 years	\$900,000	Q2

KEY: Q1: Qualified Category 1 (qualified to work at all DPH locations)

Q2: Qualified Category 2 (qualified to work at non-clinical locations)

Attachment 2

Summary of Chapter 6 Request for Proposal Outcome (July 2022)

	Ongoing Service Function	New Service Function	Prior Funding Total	New Funding Total for Full Three-Year Term	Change	RFP Authorization Term
<u>SFGOV-0000006657</u> <u>(RFQ 1)</u>						5/27/22-12/31/25
Low Voltage	X		3,000,000	3,000,000		
Painting	X		1,800,000	2,400,000	600,000	
Mechanical	X		2,400,000	2,400,000		
Plumbing	X		900,000	900,000		
Specialized Lamping	X		750,000	690,000	-60,000	
Fire Curtains	X		600,000	600,000		
Glass Repair	X		600,000	600,000		
<u>SFGOV-0000006658</u> <u>(RFQ 2)</u>						5/27/22-12/31/25
General Contracting	X		6,000,000	6,000,000		
Roofing	X		2,100,000	3,000,000	900,000	
Concrete	X		450,000	900,000	450,000	